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SECRET

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6 February 1962

MEMORANDUM FOR: Deputy Director, Personnel & Physical Support

SUBJECT: Monthly Report of Activities January 1962

1. The following is the summary of correspondence traffic handled by this Office during the month of January 1962:

DOCUMENT RECEIPT AND DISTRIBUTION:		JANUARY
Cables		
a. Incoming Total		528
OS Action	67	
OS Interest	461	
b. Outgoing Total		259
OS Orig.	28	
FS Orig.	3	
OS Coord.	61	
OS Info	96	
TOTAL PROCESSED		787
Dispatches		
a. Incoming Total		264
OS Action	15	
OS Interest	249	
b. Outgoing Total		98
OS Orig.	51	
FS Orig.	1	
OS Coord.	29	
OS Info.	17	
25X1C4a TOTAL PROCESSED		362
[redacted]		839
Total Communications Processed		1,988

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[redacted]

Special Assistant, Foreign Support

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: OS/FS
4E75
X-6367

NO.

DATE 6 February 1962

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/PPS 4E70				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

7 FEB 1962

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